

Courthouse - Fillmore
50 South Main
Fillmore, UT 84631-5504
Fax: (435) 743-8019
Commission Secretary:
(435) 743-6223
Fax: (435) 743-6923

Millard County



www.millardcounty.org

Public Safety Building
765 South HWY, 99
Fillmore, UT 84631

Satellite Offices – Delta
71 South 200 West ◦ P.O. Box 854
Delta, UT 84624
Phone: (435) 864-1400
Fax: (435) 864-1404

Millard County Sheriffs office is accepting applications for a Secretary in our Delta Office. Position is part-time up to 5 hours a day Monday-Friday; pay will follow the Millard County Step and Grade plan dependent on qualifications.

Duties include, but are not limited to: working with the public; data entry and management of records, reports, cases and statistics; providing clerical and secretarial support to staff, processing civil documents, processing GRAMA requests, collecting fees for services, receiving telephone calls, and other related duties.

Minimum qualifications include:

- US citizen
- Must be 21 years of age
- Type minimum of 30 words per minute
- High school graduate or equivalent
- Excellent Communication skills
- Working knowledge of computers and programs
- Ability to work independently and follow directions
- Operate standard office equipment i.e.: word processing, data entry, photo copy, fax machine

Successful applicant will be required as a condition of employment to be able to:

- Pass a background check
- Pass a drug test
- Have good moral character

Applications can be obtained from our office or our web site www.millardsheriff.org or www.millardcounty.org.

Interested applicants may send their application and resume to Administrative Assistant Lindsay Mitchell; lmitchell@co.millard.ut.us or submit them to the Millard County Sheriff's Office, 765 South Highway 99, Fillmore, UT 84631
For questions call 435-743-5302.

Application Deadline is Wednesday October 4th, 2023 at 5:00pm

Millard County Sheriff's Office is an Equal Opportunity Employer